

Directions for Completing Comprehensive Assessment--Summative Report

1. **Collect and review all pertinent data** which should include:
 - Planning Information Records
 - Observation Data
 - Reflecting Information Records
 - Appraisal Records
 - Unit Plans/Lesson Plans (as appropriate)
 - Educator Information Record
2. Using the General Education Performance Standards Rubrics, **determine the appropriate Performance Level for each indicator within each domain.**
3. After completing all indicators within each domain, use the Comprehensive Assessment--Scoring Standards to **determine if domains should be marked as “Required Area to Strengthen”.**
4. **Complete the Additional Information section** at the end of Domain VI (page 43) with pertinent information as required by your school system.
5. **Current License/Certificate (page 44).** If an educator holds both a Professional License and a Career Level I, II, or III Certificate, list both. Other appropriate responses would be Apprentice License, etc.
6. **Purpose for Evaluation.** Complete this blank listing the reason identified for the evaluation. Examples might include: Recertification/Interim Level I; Advancement to Professional License and/or Level I; Required evaluation--2nd year Apprentice; evaluation for tenure; required local evaluation; Career Level II/III Interim; etc.
7. **Total the number of domains marked as “Required Area to Strengthen”.** List the number in the blank. Refer to the Comprehensive Assessment--Scoring Standards to determine if the criteria for advancement to another License/Certificate is appropriate.
8. The **Recommendation box** should be completed with information appropriate to this educator's evaluation. This may include but not be limited to: Continued employment; Advancement to Professional License and Career Level I; and/or Follow up evaluation during the next school year.
9. **Areas of Strength.** List the domain(s) and indicator(s) which have been identified as exceeding expectations. You may list the Roman Numeral and letter corresponding to the identified area and then provide information to the educator denoting specific facts identifying the strength(s).
10. **Areas to Strengthen (Areas for Growth).** List the domain(s) and indicator(s) which have been identified as “Required Area to Strengthen”. If no domains have been identified as a “Required Area to Strengthen”, you may list area(s) which either the evaluator or the evaluator and the educator collaboratively identify as Areas for Growth which will guide future professional development activities.
11. The **Comments section** is provided to allow either the evaluator or the educator to enter other remarks in the evaluation file.
12. After **sharing and discussing the Summative Report** with the educator, sign and date.